
Boards, Commissions and Committees

DESCRIPTION

The Boards, Commissions, and Committees section is considered a department for budgetary purposes. This agency consists of the Board of Supervisors and advisory boards, commissions and committees appointed by the Board of Supervisors. Several of the boards are prescribed by various sections of the Code of Virginia while Federal law requires others. The Board of Supervisors have established some of the boards. Some are temporary units, created to accomplish specified tasks, while others are ongoing.

Each board, commission and committee provides a vehicle for policy discussion and allows citizens an opportunity to provide input and offer expertise that impacts decisions about their government. The following is a brief description of each of the Boards, Commissions and Committees funded by the Board of Supervisors:

Affordable Dwelling Unit Advisory Board (ADUAB)

Pursuant to the 1993 Zoning Ordinance (Section 7-100) and Chapter 1450.10 of the Codified Ordinance, the Affordable Dwelling Unit Advisory Board establishes reasonable rules and procedures as well as allowable costs for implementing the mandatory affordable rental and for-sale housing program. The ADUAB is also responsible for reviewing allowable modification requests. The ADUAB is a ten (10) member board appointed by the Board of Supervisors that represents builders, developers, architects, planners, real estate industry, non-profits, affordable housing advocates, and includes a member of the public at large.

Board of Equalization

The purpose of the Board of Equalization is to serve as a review and appeal process for citizens who are not satisfied with their real property assessments. Through the Board of Equalization, citizens are provided a means of contesting their real estate assessments if they believe that the assessment figure is not equitable. The Board of Equalization is authorized by the Code of Virginia, Section 58.898. The Board of Equalization consists of five Loudoun landowners appointed by the Circuit Court as a permanent body. Members are appointed for a three-year term.

Board of Zoning Appeals

This Board is a five-member appellate Board appointed by the Circuit Court which hears requests for zoning variances, special exceptions and other related zoning ordinance matters. Members are appointed for a five-year term. The purposes, functions and standards for action of the Board of Zoning Appeals are stated in Section 15.1-494.497 of the Code of Virginia. The County zoning regulations include administrative and procedural regulations.

Commission on Aging

The Commission on Aging, mandated under Section 306.6F of the Older Americans Act, consists of nine voting members appointed by the Board of Supervisors and non-voting members from various agencies and organizations concerned with senior citizens. Members are appointed for a four-year term, concurrent with the term of the Board of Supervisors. The Commission evaluates existing programs for the elderly and makes recommendations to the Board of Supervisors as needed. Commission members further serve in an advisory capacity to the Area Agency on Aging with regard to the development of the Annual Area Plan for Aging Services.

Commission on Women

This commission consists of nine citizen volunteer members who are appointed by the Board of Supervisors, one for each electoral district. The commission members serve four-year terms, coincident with the term of the Board of Supervisors. The Commission on Women serves in an advisory capacity to the Board, identifying problems that the women and citizens of the community face, including employment, health, education, safety, day care, housing and legal rights.

Commuter Bus Advisory Board

This Board provides advice and technical assistance for the County's commuter bus service. This includes recommendations on route design and evaluation, surveying and marketing efforts, and the assignment of fare collection duties.

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Community Criminal Justice Board

Effective July 1, 1995, the Community Criminal Justice Board (CCJB) replaced the Community Corrections Resource Board. The CCJB is the policy-making board for the Community Corrections Program. This Board is State mandated under the Code of Virginia, 1950, as amended, Section 53.1-183. The CCJB consists of the following members: (1) Circuit Court Judge, (2) General District Court Judge, (3) Juvenile and Domestic Relations Court Judge, (4) Chief Magistrate, (5) Sheriff to represent law enforcement, (6) an attorney for the Commonwealth, (7) a public defender or an attorney who is experienced in the defense of criminal matters, (8) a representative of local education, and (9) a representative of the community services boards. The Board of Supervisors appoints six additional members. Each appointed member serves a four-year term concurrent with the term of the Board of Supervisors, with the exception of Constitutional Officers and other judicial officials who will serve their elected or appointed terms.

Community Services Board

This panel consists of 15 at-large members appointed by, and responsible to, the Board of Supervisors. The Community Services Board serves as the County's agent "...in the establishment and operation of community mental health, mental retardation and substance abuse programs as provided for in Chapter 10, Title 37.1, of the Code of Virginia (1950) as amended..." The Loudoun County Community Services Board, which is the policy board for the County's Department of Mental Health/Mental Retardation/Substance Abuse Services, was established by the Board of Supervisors in 1973. Its members are appointed for a three-year term.

Economic Development Commission

This commission consists of a maximum of 27 members appointed by the Board of Supervisors. Membership is selected from and divided into three groups: 1) position, 2) industry, and 3) at-large. Members by position serve terms coincident with their position terms while industry and at-large members serve staggered two-year terms. The purpose of this commission is to advise the Board of Supervisors on policy issues related to economic development, assist in the implementation of the Economic Development Growth Strategy and provide oversight for the Department of Economic Development.

Electoral Board

The Electoral Board supervises all elections and referenda conducted in Loudoun County. It is responsible under the State Constitution and the Code of Virginia for election uniformity and legality in accordance with established practices and procedures. The Electoral Board appoints and supervises the Officers of Election and the General Registrar of Loudoun County. It also conducts training courses for Officers of Election designed to qualify new officers in all aspects of polling place operations. The Electoral Board directs the conduct of elections and coordinates the election process, and is appointed for three-year terms by the Circuit Court Judge.

Fire and Rescue Commission

The Board of Supervisors revamped the Fire and Rescue Commission in late FY 02. The reconstituted body administers policies and procedures for the County's fire and rescue system, acting as an agent of the Board of Supervisors. Commission membership consists of seven voting members (three fire volunteers, three rescue volunteers and the Chief of Fire and Rescue Services) and two nonvoting members (a member of the Board of Supervisors and the Operational Medical Director). The commission's roles and responsibilities are specified by the Loudoun County Fire and Rescue Commission Charter, approved by the Board on May 20, 2002.

Fiscal Impact Committee

The Fiscal Impact Committee was established by the Board of Supervisors on February 3, 1992. One member of the Board of Supervisor serves as an ex-officio member. The committee reviews and comments on inputs to the Fiscal Impact Model (FIM) and provides input to staff on the input variable values for the upcoming year, i.e. real income growth, inflation rate, and population growth.

Library Board of Trustees

The nine-member Library Board of Trustees is appointed by the Loudoun County Board of Supervisors for a four-year term; each member may be reappointed for one subsequent four-year term. One Board of Supervisors member serves as an ex-officio member. The Library Board of Trustees is "a governing board which is legally responsible for the control and management of the library." Its broad administrative and policy-making duties are specified in the Code of Virginia. The by-laws of the Library Board of Trustees list its duties as: to secure adequate funds from private and public sources, to determine library policies, to approve expenditures of library funds and to receive gifts to the library system.

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Loudoun Soil and Water Conservation District Board (LSWCDB)

The LSWCDB is a political subdivision of the Commonwealth of Virginia (Virginia Code Title 10.1.500). The Board works with Federal, State, and local authorities and the private sector to address Loudoun County's soil and water conservation needs and promotes educational and technical programs in the field of natural resource conservation, provides advice on conservation issues to governmental entities and private citizens, and administers programs aimed at specific conservation goals. The District Board consists of five directors: three are elected by the public through the general election process and two are appointed by the Virginia Soil and Water Conservation Board (SWCB). The term of office for each director is three years. The SWCB provides a discretionary grant to the district for some of its operational and personnel expenses. Through a memorandum of agreement, the U.S. Department of Agriculture's Natural Resources Conservation Service assigns one full-time employee to the district for technical assistance and support. Per the Code of Virginia, the LSWCDB is responsible for locally implementing the Agricultural Stewardship Act, the Agricultural Best Management Practices (BMP) Tax Credit program, and the Virginia Water Quality Improvement Act.

Northern Virginia Transportation Commission

This organization receives, invests, and disburses Loudoun County's local gasoline tax funds. The County pays administrative fees to cover the cost of service from the Local Gasoline Tax Fund. For further information see the Local Gasoline Tax fund section of this document (see page 658 – Volume 2).

Open Space Advisory Committee

The Open Space Advisory Committee is a nine-member body appointed by the Board of Supervisors for a four-year term, to run concurrently with Board of Supervisors as per the Board policy. The committee was established in 1972 to provide information to the Board of Supervisors and coordinate and sponsor research activities on current issues and alternatives regarding open space and land use in Loudoun County.

Planning Commission

The Planning Commission is a nine-member body required by State law and appointed by the Board of Supervisors for a four-year term concurrent with the Board of Supervisors. The Commission is empowered to prepare and recommend a comprehensive plan for physical development of the territory and its jurisdiction. The Planning Commission also provides recommendations on issues concerning legislative land development applications, land development ordinances, comprehensive planning, future land use policies, and the Capital Improvements Program for the County. The Planning Services staff supplies professional and support services to the Commission.

Rural Economic Development Council

This committee consists of up to 21 members who are appointed by the Board of Supervisors. The purposes of the Council are to: promote the economic growth and vitality of Loudoun County's agricultural, horticultural and equine industries, furnish information and provide recommendations to the Board of Supervisors relative to programs and policies affecting the economic growth of rural Loudoun County, provide a forum to exchange ideas and experiences relative to rural economic development practices and policies, and coordinate marketing and promotional activities among the various rural agencies. Members are appointed for two-year terms. Seven members represent rural based agencies, ten members represent rural industry sectors and four members serve at-large. The Board of Supervisors approved the Rural Economic Development Council by-laws in November 2000 and the initial slate of members was approved in March 2001.

Social Services Board

This Board is responsible for determining department policy, services, and administrative oversight. By authority of the Code of Virginia (Title 63.1-38 through 63.1-58.1), the local board has the responsibility to receive and disburse funds derived from public grants or private sources and to submit annually to the Board of Supervisors a request setting forth the amount of funds needed to carry out the provisions of the Social Services statutes. The local board is also responsible for hiring and evaluating the Director of Family Services. The local board consists of eleven members appointed by the Board of Supervisors for staggered terms of up to four years. One member of the Board of Supervisors serves as an ex-officio member of the Social Services Board (63.1-40, Code of Virginia).

Telecommunications Committee

This Committee is composed of seven members who are appointed by the Board of Supervisors to periodically review County policies and ordinances regarding telecommunications and advise the Board of Supervisors on recommended updates. The Committee conducts research, analyzes County telecommunications strategy related to land use planning, and provides general guidance and recommendations to the Board of Supervisors. The Committee also responds to specific land use applications related to telecommunications as requested by the Board of Supervisors.

Boards, Commissions and Committees

Department Financial Summary

Departmental Financial Summary	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
Expenditures					
Personnel	\$1,079,020	\$1,252,203	\$1,435,579	\$1,469,000	\$1,756,000
Operations & Maintenance	786,727	883,691	958,881	784,000	844,000
Capital Outlay	337,473	0	10,211	19,000	19,000
Total Expenditures:	\$2,203,220	\$2,135,894	\$2,404,671	\$2,272,000	\$2,619,000
Revenue					
Local Fees, Charges, Etc.	\$490,998	\$280,585	\$308,500	\$264,000	\$264,000
Commonwealth	12,104	11,844	57,981	12,000	12,000
Total Revenues:	\$503,102	\$292,429	\$366,481	\$276,000	\$276,000
Local Tax Funding:	\$1,700,118	\$1,843,465	\$2,038,190	\$1,996,000	\$2,343,000
FTE Summary:	2.00	1.00	1.00	1.00	1.00

FY 07 Board Action: The FY 07 Adopted Fiscal Plan for the Boards, Commissions, and Committees provides services at the County Administrator's recommended level. The FY 07 budget also includes funding for implementation of compensation increases and increased benefits costs effective September 2006.

Budget History:

FY 03 Mid-Year: As part of budget reductions 1.00 FTE (administrative assistant) was eliminated from the Board of Supervisors office.

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BOARD OF SUPERVISORS:

Program Expenditure Summary	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
Program Expenditures					
Personnel	\$546,385	\$650,471	\$792,445	\$948,000	\$1,185,000
Operations & Maintenance	455,456	544,340	577,774	385,000	426,000
Capital	<u>242,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures:	\$1,244,741	\$1,194,811	\$1,370,219	\$1,333,000	\$1,611,000
Program Revenues					
Local Fees, Charges, Etc.	<u>\$242,900</u>	<u>\$0</u>	<u>\$256</u>	<u>\$0</u>	<u>\$0</u>
Total Revenues:	\$242,900	\$0	\$256	\$0	\$0
Local Tax Funding:	\$1,001,841	\$1,194,811	\$1,369,963	\$1,333,000	\$1,611,000
FTE Summary:	2.00	1.00	1.00	1.00	1.00

BOARD OF EQUALIZATION:

Program Financial Summary	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
Expenditures					
Personnel	\$40,523	\$35,072	\$37,066	\$58,000	\$60,000
Operations & Maintenance	3,510	2,301	2,669	2,000	2,000
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>
Total Expenditures:	\$44,033	\$37,373	\$39,735	\$61,000	\$63,000
Total Revenue:	\$0	\$0	\$0	\$0	\$0
Local Tax Funding:	\$44,033	\$37,373	\$39,735	\$61,000	\$63,000

BOARD OF ZONING APPEALS:

Program Financial Summary	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
Expenditures					
Personnel	\$11,751	\$11,796	\$11,751	\$12,000	\$17,000
Operations & Maintenance	<u>5,122</u>	<u>3,415</u>	<u>7,596</u>	<u>6,000</u>	<u>6,000</u>
Total Expenditures:	\$16,873	\$15,211	\$19,347	\$18,000	\$23,000
Total Revenue:	\$0	\$0	\$0	\$0	\$0
Local Tax Funding:	\$16,873	\$15,211	\$19,347	\$18,000	\$23,000

Boards, Commissions and Committees

ELECTORAL BOARD:

Program Financial Summary	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
Expenditure					
Personnel	\$103,644	\$149,898	\$150,438	\$125,000	\$169,000
Operations & Maintenance	39,397	63,074	81,182	101,000	111,000
Capital Outlay	<u>94,573</u>	<u>0</u>	<u>10,211</u>	<u>18,000</u>	<u>18,000</u>
Total Expenditures:	\$237,614	\$212,972	\$241,831	\$244,000	\$298,000
Revenue					
Fees, Charges & Recovered Costs	\$168	\$15,677	\$2,424	\$13,000	\$13,000
Commonwealth	<u>12,104</u>	<u>11,844</u>	<u>55,645</u>	<u>12,000</u>	<u>12,000</u>
Total Revenues:	\$12,272	\$27,521	\$58,069	\$25,000	\$25,000
Local Tax Funding:	\$225,342	\$185,451	\$183,762	\$219,000	\$273,000

PLANNING COMMISSION:

Program Financial Summary	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
Expenditures					
Personnel	\$130,865	\$141,732	\$141,780	\$141,000	\$141,000
Operations & Maintenance	<u>19,202</u>	<u>18,746</u>	<u>19,442</u>	<u>35,000</u>	<u>35,000</u>
Total Expenditures:	\$150,067	\$160,478	\$161,222	\$176,000	\$176,000
Total Revenue:	\$0	\$0	\$0	\$0	\$0
Local Tax Funding:	\$150,067	\$160,478	\$161,222	\$176,000	\$176,000

Note: The FY 04 Adopted Fiscal Plan included a \$1,000 salary increase for each of the nine Planning Commissioners.

Boards, Commissions and Committees

Funding History

Program Financial Summary	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
Affordable Dwelling Unit Board	\$382	\$755	\$1,464	\$2,000	\$2,000
Civil War Calvary Battles	0	0	2,336	0	0
Commission on Aging	1,158	874	429	2,000	2,000
Commission on Women	7,731	6,046	5,105	9,000	9,000
Community Services Board	6,269	10,354	7,913	8,000	12,000
Disability Services Board	7,750	7,750	5,912	0	0
Economic Development Commission	30,172	39,130	29,466	3,000	3,000
Fire and Rescue Commission	173	60	316	6,000	6,000
Fiscal Impact Committee	1,137	0	130	2,000	2,000
Library Board of Trustees	984	1,004	2,222	1,000	1,000
Open Space Advisory Committee	0	0	0	1,000	1,000
Rural Economic Development Counsel	0	0	0	2,000	2,000
Social Services Board	1,389	1,227	2,294	2,000	2,000
Soil & Water Conservation District Board	452,725	447,795	514,671	402,000	406,000
Telecommunications Committee	22	54	59	0	0
TOTAL	\$509,892	\$515,049	\$572,317	\$440,000	\$448,000

Program Revenue Summary	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
Civil War Calvary Battles	\$0	\$0	\$2,336	\$0	\$0
Commission on Women	575	0	1,551	1,000	1,000
Community Services Board*	(1,365)	0	0	0	0
Disability Services Board	7,750	7,750	5,895	0	0
Soil & Water Conservation Dist Board	240,970	257,158	298,374	250,000	250,000
TOTAL	\$247,930	\$264,908	\$308,156	\$251,000	\$251,000

* FY 03 payment recorded incorrectly, should be expenditure not a reduction of revenue.

Local Tax Funding	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
Affordable Dwelling Unit Board	\$382	\$755	\$1,464	\$2,000	\$2,000
Civil War Calvary Battles	0	0	0	0	0
Commission on Aging	1,158	874	429	2,000	2,000
Commission on Women	7,156	6,046	3,554	8,000	8,000
Community Services Board	7,634	10,354	7,913	8,000	12,000
Disability Services Board	0	0	17	0	0
Economic Development Commission	30,172	39,130	29,466	3,000	3,000
Fire and Rescue Commission	173	60	316	6,000	6,000
Fiscal Impact Committee	1,137	0	130	2,000	2,000
Library Board of Trustees	984	1,004	2,222	1,000	1,000
Open Space Advisory Committee	0	0	0	1,000	1,000
Rural Economic Development Counsel	0	0	0	2,000	2,000
Social Services Board	1,389	1,227	2,294	2,000	2,000
Soil & Water Conservation District Board	211,755	190,637	216,297	152,000	156,000
Telecommunications Committee	22	54	59	0	0
TOTAL	\$261,962	\$250,141	\$264,161	\$189,000	\$197,000